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TSS LIAISON OFFICER

1. Represents Chief, TSS/Support with the O/L (at meetings, etc.).
2. Responsible for monitoring all TSS requirements placed on the Office of Logistics.
 - a. Points of contact between TSS and O/L.
 - b. Expedites movement of TSS requisitions with the O/L.
 - c. Monitors TSS contracts from the time they are submitted to O/L until receipt of material from contractor. Reports on progress of contracts to TSS Staff and Division Chiefs.
 - d. Develops procedures enabling TSS to function smoothly in its relationship with the O/L.
 - e. Initiates special surveys and studies of logistics policy matters as they affect TSS. Reports the results of such studies to Chief, TSS, Support.
 - f. Provides advice and guide lines to TSS personnel on logistics matters.
3. Special Assistant to Chief, TSS/Support with responsibility for coordination of the [REDACTED] Program. Participates in planning and execution of the program.
 - a. Recommends policy pertaining to the program. (Personnel Budgeting, Logistics, Training, etc.)
 - b. Prepares surveys and studies required to implement program effectively.
 - c. Coordinates implementation throughout the world and suggests simplest methods of implementation at individual stations and bases.

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(Copy of Task List prepared by [REDACTED] at request of Management Staff, as a part of current study.)

[REDACTED]